

## **Premises Management Policy**

### **Overview**

The proprietor of Hopewell School rents a part of Harmony House to accommodate the school. The school premises will be kept well maintained and clean and in good condition so that they provide a safe, healthy, hygienic, secure and appropriate environment for the children and staff. The Governing Body will use the budget wisely for maintenance and improvement in response to the school needs and advice from other professionals. The Administration Team will monitor and maintain the premises on a daily basis and will report to the Headteacher.

### **Objectives**

1. To ensure that the school premises and grounds are fit for purpose.
2. To keep the premises and grounds well maintained and in good condition.
3. To develop the premises and grounds so that they are an excellent resource for learning.
4. To ensure that the premises and grounds are accessible to pupils, staff and other users with special needs or disabilities.
5. To maintain a safe and secure site
6. To keep the school clean and hygienic.
7. To ensure that the building and grounds meet health and safety requirements.
8. To make the school and its grounds a bright and welcoming environment for teaching and learning.
9. To conserve energy and to promote sustainable development

### **Strategies**

1. The headteacher and leadership team and Governing Body will monitor, evaluate and review the school premises as an important aspect of our school self-evaluation strategy.
2. The Governing body will budget wisely for maintenance and improvement.
3. Parents and governors will be involved and consulted about the quality of the environment, premises and grounds and they will be involved in discussions about improvements.
4. Risk assessments will be carried out, where appropriate to ensure that the school is a safe and healthy place for all who use it.
5. The site team will ensure that the standard of cleaning and maintenance is excellent to ensure that the premises and grounds are clean, hygienic and safe.
6. The headteacher and governors will work with the staff to ensure that food preparation meets all the statutory regulations.
7. Equipment will be maintained and inspected regularly to ensure that it works; it is safe and fit for purpose.
8. Staff will undertake appropriate training in health and safety and first aid.
9. Evacuation and emergency procedures will be practiced to ensure that all can be taken to safety in an emergency.
10. Those entering the premises will undergo security and identity checks and then they will be required to wear visible identity.
11. The staff will ensure that the building is kept secure at all times when it is not in use by the pupils.

## **Outcomes**

This school will be a welcoming, safe and attractive place for teaching, learning, play and social development.

The premises and grounds will be well maintained and there will be a planned programme of review and development as resources and funding becomes available. It will promote an awareness of important environmental issues and where possible it will further the principles of conservation, recycling and sustainability.

Policy Reviewed on: 30th March 2017

Policy Reviewed by: Susan Mayo

Ratified by Governors: *Date to be confirmed*